

Ontario Skills Passport

Tips for Adult and Continuing Education Teachers

Overview

This resource outlines some strategies for using the [Ontario Skills Passport](http://www.ontario.ca/skillspassport) in adult and continuing education courses.

Teachers planning courses can use the Ontario Skills Passport (OSP) tools and resources to:

- enhance classroom relevance and engage learners by showing how what they learn in the course can be applied in the workplace and in everyday life;
- build learners' confidence by giving them feedback on their demonstration of Essential Skills and work habits in the course;
- access real-world tasks to illustrate how and why Learning Skills and Work Habits from Growing Success are important in work, learning and life; and
- help learners connect what they are doing now to what they want to do in the future.

Learners in these courses can use the OSP tools and resources to:

- see that the Essential Skills and work habits they are developing and demonstrating in the course are relevant and are transferable to everyday life and the next place they go – whether it's further education, training or the workplace;
- research occupations and education, training, volunteer and employment opportunities;
- support the development of their [Individual Pathways Plan](#) as they answer the four education and career/life planning inquiry questions: *Who am I? What are my opportunities? Who do I want to become? What is my plan for achieving my goals?*

For information on Essential Skills and work habits, OSP tools and resources, employment and the labour market visit: OSP at www.ontario.ca/skillspassport or SkillsZone, a user-friendly gateway to the OSP, at www.skillszone.ca



onwin.ca
iwin.ca

Strategies for Teachers:

1. Read descriptions of [Essential Skills](#), [skill levels](#) and [work habits](#). View [videos](#) to see them in action in everyday life and in the workplace.
2. Review the resource in the OSP Teachers Section that outlines [Links between the Work Habits from the Ontario Skills Passport and the Learning Skills and Work Habits from Growing Success](#). The chart provides sample behaviours to show the similarities and overlap between these two different ways of classifying and describing these learning skills and work habits. Search for OSP Work Habits [sample tasks in work, learning and life](#) and use these to illustrate how and why learning skills and work habits are important in everyday life.
3. Select from over 400 [occupational profiles](#) featured in the OSP occupations that are related to the course; choose occupations from different pathways to support career exploration and pathways planning. Search for sample Essential Skill job tasks from the occupational profiles that are related to the curriculum expectations. Use these real-world tasks to develop learning goals and rich performance tasks and as examples of how what they are learning transfers to the workplace. Connecting learning with workplace applications enhances classroom relevance and student engagement.
4. Check out the [learning activities](#) which link curriculum expectations to Essential Skills and work habits and search for ones that you can use, or adapt for use, in your course. These learning activities make explicit reference to Essential Skills, work habits and authentic tasks from everyday life and the workplace. You can use them to give learners feedback on their demonstration of curriculum expectations as well as their skills demonstrations.
5. Use [A Guide to Linking the Essential Skills and the Ontario Curriculum 2015](#) to create new skills-focused learning activities as well as to identify and analyze the Essential Skills and work habits embedded in learning activities that you are already using. You may have to tweak the tasks so that they have this skills focus. By making these links you can give learners feedback on their demonstration of curriculum expectations as well as their skills demonstrations.

Note:

Key findings from the *Curriculum Essential Skills Linkages* Action Research (2009-2011) showed that linking instruction to Essential Skills and work habits, and giving students feedback on their skills demonstrations, enhanced classroom relevance and student engagement and helped learners make decisions regarding courses, programs, post-secondary pathways and careers.

Classroom teachers participating in this research contributed a number of activities to a sample activity database linking Essential Skills and the curriculum. These activities can be used with learners, even if they are not working towards a credit, to help them see that they are demonstrating Essential Skills and work habits important in everyday life and meeting curriculum expectations at the same time.

“I have used the occupational profiles and the sample workplace tasks on the OSP to design learning activities that enable students to explore career interests while meeting curriculum expectations. It’s a great tool for engaging students.”

Jeff Ballantyne, English teacher, T.R. Leger School of Adult, Alternative and Continuing Education

“The OSP Website was beneficial to me because I was able to see the tasks I would need to do in my field of interest. The website pointed out the skills required in this field and helped me create a plan to reach my goal.

Ainsley, Student, T.R Leger School of Adult, Alternative and Continuing Education

“The OSP has helped me learn about the Essential Skills required for becoming a doctor, which is my goal. I am a nurse’s aide at Credit Valley Hospital [co-op placement] and I have used the OSP to practice my Essential Skills using real workplace activities”

Netusha, co-op student, Rick Hansen Secondary School

Strategies for Learners:

<p><u>Who am I?</u></p>	<p>View videos to learn about Essential Skills and work habits (ES&WH) and see them in action in everyday life and in the workplace.</p> <p>Review the resource – Links between the Work Habits from the Ontario Skills Passport and the Learning Skills and Work Habits from Growing Success.</p> <p>Use the ES&WH Worksheet to describe and reflect on how you use your skills in work, learning and life.</p> <p>View the OSP Social Media Video and use the OSP Social Media Resource – Module 2 (to update your bio) and Module 3 (to critically review and build your online reputation or “personal brand”).</p> <p>Use the Keeping Safe at Work video and Facilitator’s Guide to see how workers use their Essential Skills and work habits and exercise health and safety rights to keep safe at work.</p>
<p><u>What are my opportunities?</u></p>	<p>Track Your ES&WH in Learning Activities:</p> <ul style="list-style-type: none"> • See the skills you are demonstrating in a course. • See how skills are used in 2 occupations related to the course – pick occupations from different pathways. <p>Create an OSP Work Plan to document skills demonstrations for use in co-operative education and other experiential learning opportunities, part-time or summer employment.</p> <p>Use an OSP Learning Activity focused on the skill(s) you want to develop.</p> <p>Prepare an OSP Volunteer Worksheet to document skills demonstrations in your volunteer work.</p> <p>Use the OSP Social Media Resource – Module 2 – to collect great social proof of your skills and accomplishments using OSP tools and resources.</p>
<p><u>Who do I want to become?</u></p>	<p>Self-assess your ES&WH:</p> <ul style="list-style-type: none"> • Assess your skills in workplace tasks that you think you can do or that you have done. Compare your results to 4 occupations of interest – select occupations from at least 2 different pathways. • Note your strengths and the ES&WH you want to develop. <p>View OSP Occupational Profiles:</p> <ul style="list-style-type: none"> • See how workers use their ES on-the-job in 4 occupations that interest you – pick occupations from different pathways. <p>Find information about skills, education, training and employment opportunities from the OSP Occupational Profiles, Ontario WorkInfoNet and iWin.</p> <p>Identify Community Involvement, volunteer, experiential learning, part-time and summer employment opportunities to learn more about these occupations.</p> <p>Use the OSP Social Media Resource – Module 1 – to conduct research about a future career.</p>
<p><u>What is my plan for achieving my goals?</u></p>	<p>Update and save your OSP Tracker with your skills demonstrations and identify strengths and skills you want to develop.</p> <p>Complete the OSP Reflection Worksheet.</p> <p>Update your résumé to showcase your skills to access opportunities.</p> <p>Use the OSP Social Media Resource – Module 4 – to build and use your social media network as an important tool for realizing your personal and academic goals.</p> <p>File all OSP records in your IPP.</p>

Background:

The Ontario Skills Passport is highlighted in the Front Matters section of the Ministry of Education’s revised curriculum documents. The section states:

The Ontario Skills Passport (OSP) is a free, bilingual, web-based resource that provides teachers and students with clear descriptions of the “Essential Skills” and work habits important in work, learning, and life. Teachers planning programs in [discipline name] can engage students by using OSP tools and resources to show how what they learn in class can be applied in the workplace and in everyday life.

The Essential Skills identified in the OSP are:

- Reading Text
- Writing
- Document Use
- Computer Use
- Oral Communication
- Numeracy: Money Math; Scheduling or Budgeting and Accounting; Measurement and Calculation; Data Analysis; and Numerical Estimation
- Thinking Skills: Job Task Planning and Organization; Decision Making; Problem Solving; Finding Information; and Critical Thinking.

Work habits specified in the OSP are: working safely, teamwork, reliability, organization, working independently, initiative, self-advocacy, customer service, and entrepreneurship.

Essential Skills, such as Reading Text, Document Use, and Problem Solving, are used in virtually all occupations and are the foundation for learning other skills, including technical skills. OSP work habits such as organization, reliability, and working independently are reflected in the learning skills and work habits addressed in the provincial report card. Essential Skills and work habits are transferable from school to work, independent living, and further education or training, as well as from job to job and sector to sector.

Included in the OSP are videos and databases that focus on everyday tasks and occupation-specific workplace tasks that teachers can use to connect classroom learning to life outside of school. Teachers can also consult *A Guide to Linking the Essential Skills and the Ontario Curriculum 2015*, which illustrates how to integrate explicit references to Essential Skills into classroom activities as well as how to give feedback to learners when they demonstrate these skills.



Using the Ontario Skills Passport (OSP) as a skills framework to link workplace tasks and Curriculum Expectations

